



## Seattle Veterans Treatment Court Referral Process

### **Introduction:**

Don McElderry is Seattle Municipal Court's Veterans Treatment Court Liaison. His responsibilities include screening defendants for referral into the Veterans Treatment Court program. Don can be reached by email: [DonaldM@dva.wa.gov](mailto:DonaldM@dva.wa.gov), phone: 206-707-1072, or fax: 206-623-0200.

### **General Referral Process:**

A defendant must be screened for eligibility before the case can be added to the VTC calendar. In order to be screened, an attorney or other individual must submit the following forms (available at <http://www.seattle.gov/courts/vtc/vtc.htm>) and supporting documentation to Don McElderry by email or fax:

- VTC Referral Form
- 2 Signed Releases of Information for (SMC VTC *and* VA ROI)
- Copy of the Incident Report for the current case
- Copy of the Defendant's criminal history

Once the referral is received Don will contact the defendant to set up an interview. It is the defendant's responsibility to be responsive to Don's request for an appointment. Don will meet with in-custody defendants at the King County Jail; those defendants do not need to contact him.

Don will make an eligibility determination and add the case to the VTC if deemed appropriate. Regardless of outcome, Don will communicate with the prosecutor and defense attorney regarding the status of the referral.

### **Scheduling Procedure:**

Don McElderry will coordinate directly with the court to reschedule cases from traditional courtrooms into VTC. He is the only person authorized to transfer a case from a traditional courtroom into VTC.

- Cases in the jail courtroom/arraignment stage will be transferred upon Don's approval directly into VTC at the next available hearing.
- Cases in SMC's other courtrooms will be transferred into VTC at the next available hearing. Don will copy the originating courtroom staff when he has confirmation from the VTC staff that the hearing has been moved.
- Clerks will send an Order to Appear to the client at his/her court-documented address in order to ensure that the client appears in the correct courtroom.

Don will communicate via email with both the prosecutor and defense attorney about the status of all VTC referrals and the setting of the VTC hearing.

*Revised 11/21/11*